

**DEPARTMENT OF INDUSTRIAL RELATIONS**  
**EXAMINATION ANNOUNCEMENT FOR**  
**ASSISTANT SAFETY ENGINEER**

IF55 3899 3IRCC  
OPEN – STATEWIDE

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

<b>HOW TO APPLY</b>	Applicants who meet the minimum qualifications will be accepted on a continuous basis and processed for examination to be scheduled as the needs of the Department warrant. Qualified applicants who submit completed applications at least one month prior to the beginning of the next scheduled interviews will be admitted to that examination.
<b>WHERE TO APPLY</b>	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 <sup>th</sup> Floor in San Francisco. This form can be accessed from either the Department of Industrial Relations website at <a href="http://www.dir.ca.gov">www.dir.ca.gov</a> or the State Personnel Board website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> .  Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention: Examination Unit, P. O. Box 420603, San Francisco, CA 94142
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
<b>REQUIRED IDENTIFICATION</b>	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<b>SALARY RANGE</b>	\$3,747 – 4,550 per month
<b>LOCATIONS OF POSITIONS</b>	Positions are located with the Department of Industrial Relations, Division of Occupational Safety and Health statewide.
<b>ELIGIBLE LIST INFORMATION</b>	An eligible list will be established for the Department of Industrial Relations (excluding State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	NOTE: All applicants must meet the education and/or experience requirements for this examination by the date on which they apply.  Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

(Continued on reverse side)

**MINIMUM  
QUALIFICATIONS**

**Either I**

One year of experience performing the duties of the class of Junior Safety Engineer in the California state service.

**Or II**

Two years of experience as a Safety Technician II in the California state service.

**Or III**

**Experience:** Two years of experience in another State or Federal Occupational Safety and Health Program performing duties comparable to Assistant Safety Engineer, or

**Experience:** Two years of full-time experience directly related to safety enforcement in Industrial or commercial plants and/or construction sites.

**and**

**Education:** Equivalent to graduation from college with a degree in Engineering. (Additional qualifying experience may be substituted for the required Education on a year-for-year basis).

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**POSITION  
DESCRIPTION**

This is the first working level for the Safety Engineer (General) series. An incumbent assists fully qualified journeypersons in the performance of their duties and, under Supervision performs assigned professional engineering work of average difficulty including conducting routine compliance inspections; investigates accidents; prepares and disseminates information on safety principles, regulations, standards and methods; and prepares reports.

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**SPECIAL AND  
PERSONAL  
REQUIREMENTS**

Demonstrated interest in and aptitude for industry safety work; willingness to accept increased responsibility; willingness to travel throughout an assigned area of the State. Possession of, or ability to immediately obtain, a valid California motor vehicle license.

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**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education and experience over and above that required under "Minimum Qualifications".

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**QUALIFICATIONS  
APPRAISAL  
INTERVIEW  
WEIGHTED – 100.00%**

The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Scope: In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Functions, goals and objectives of the Cal/OSHA Program and the Division of Occupational Safety and Health;
2. Basic safety principles and practices;
3. Basic principles of safety engineering, industrial hygiene or environmental or occupational health;
4. Practical application of such principles to the health and safety of industrial workers;

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5. Report writing;
6. Safety Orders of the Division of Occupational Safety and Health and applicable provisions of the Labor Code;
7. Techniques of making field inspections and conducting investigations.

B. Ability to:

1. Objectively interpret and apply rules and regulations;
2. Gather and analyze data;
3. Establish and maintain effective relationships with those contacted in the course of the work;
4. Learn safety engineering principles and effectively apply such knowledge;
5. Prepare clear and concise reports;
6. Analyze situations accurately and adopt an effective course of action;
6. Learn rapidly.

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**VETERANS  
PREFERENCE**

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**Veterans preference credit is not** granted in this examination which does not qualify as an entrance examination under the law.

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## GENERAL INFORMATION

**For an examination without a written feature, it is the candidate's responsibility** to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalent:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929